

**DELEGATION OF CLASSIFICATION AUTHORITY**

TO: Nancy Keenan, Superintendent  
Office of Public Instruction

FROM: Lois Menzies, Director  
Department of Administration

DATE: July 8, 1996

SUBJECT: Classification Delegation, Compensation Project

On May 15, 1996 and again on May 21, 1996, I met with many of you to discuss a proposed project for reform of our classification and pay plan. Your response to the proposal was quite favorable or what one director characterized as "guarded enthusiasm."

Governor Racicot has approved the proposal. We are proceeding with initial research and development steps that are necessary to introduce legislative changes and conduct economic bargaining with employee unions. I have attached a one-page briefing summarizing the goals and objectives of the project.

One element of our proposal is to delegate position classification authority to agency directors. This delegation will free Department of Administration staff time to begin work on this project. We believe all directors should share equivalent authority for classification decisions and we are sending a delegation agreement to all department directors.

I have enclosed a delegation agreement for your review and signature. Please read this agreement carefully, sign, and return the original to Mark Cress at the State Personnel Division as soon as practical. We are making a significant shift in decision authority for the day-to-day management of the current classification process. The agreement does require that for any classification decision you make, an analysis by someone trained in classification must be performed. If you do not have the staff to perform this work, you can continue to submit requests to the Classification and Pay Bureau for review. They will provide an analysis and recommendation for you. We also suggest in the agreement that all agencies seek assistance on the classification of certain positions. This assistance can come from our analysts or from trained analysts from other agencies. Our classification staff will also be available to provide ongoing training and consultation for your staff as needed.

If you have questions about the compensation project or the delegation agreement, please call me (2032), Mark Cress (3879) or John McEwen (3894). We will do our best to keep you informed as work progresses.